

**BY ORDER OF THE COMMANDER
MOUNTAIN HOME AFB**

**MOUNTAIN HOME AFB
INSTRUCTION 36-2102**



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Personnel

DEPLOYED GUNFIGHTERS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering.

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This publication establishes the requirement and procedure for use of Mountain Home AFB (MHAFB) Form 4, *Deployed Gunfighter Information Worksheet*. It applies to all Unit Deployment Managers, officers, and enlisted personnel assigned to the 366th Fighter Wing (366 FW) to include associated units. Ensure all records (e.g., MHAFB Form 4) created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Contact supporting records managers as required. Refer recommended changes and questions regarding this publication to the office of primary responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*, route AF Forms 847 through the base publications and forms manager.

1. General. The purpose of this instruction is to require those who receive notice of a deployment/temporary duty (TDY) for 30 days or more, or a remote assignment, to complete the MHAFB Form 4. Gunfighter support is considered mission essential and effectiveness of TDY or remote personnel is significantly enhanced when they have knowledge that their families are being cared for at home. Primary responsibility for implementing this program will be at the squadron/unit level where completed forms should be maintained. The MHAFB Form 4 can be found in **Figure A2.1 MHAFB Form 4, Sample MHAFB Form 4.**

2. Implementation:

2.1. Immediately upon notification of a deployment or TDY of 30 days or more.

2.2. Immediately upon notification of a remote assignment regardless if the family members will reside in the local area.

2.3. Immediately when requested by individuals departing for less than 30 days, due to circumstances the squadron/unit commander deems warrant assistance.

3. Responsibilities:

3.1. **366 FW/CC (Commander) will** establish policy and procedures concerning the MHAFB Form 4, *Deployed Gunfighter Information Worksheet*.

3.2. **Airman & Family Readiness Center (A&FRC) Wing Family Readiness Noncommissioned Officer (WFRNCO) will:**

3.2.1. Ensure MHAFB Form 4 is completed by every member out-processing on deployment or TDY of 30 days or more, or on a remote tour, collect forms and disseminate to units. (This process will be simulated for exercises.)

3.2.2. Utilize Form 4 to update family information in Air Force Family Integrated Report & Statistical Tracking (AFFIRST).

3.2.3 Forward Gunfighter worksheets of deployed family member's dependents to the appropriate base closest to where family members will reside while member is deployed.

3.3. **Squadron commanders will:**

3.3.1. Ensure A&FRC is a mandatory item on squadron out-processing checklists to ensure unit personnel complete the MHAFB Form 4, which will be collected by the WFRNCO.

3.3.2. Ensure squadron/unit receives MHAFB Form 4 from the WFRNCO to be used for contacting families and maintaining records.

3.3.3. Ensure squadron personnel understand a completed MHAFB Form 4 is mandatory; however, disclosure of family information on this worksheet is voluntary. Without family information, squadron personnel may not be able to contact families to provide the required assistance/information.

3.3.4. Ensure the losing squadron first sergeant has primary responsibility for support of all families of active duty military members on remote assignment who reside in the local area. The 366 FSS/CC has primary responsibility for support of all other families of active duty military members on remote assignment who reside in the local area regardless of their branch of service.

3.3.5. Encourage appropriate squadron personnel, including key spouses, to work with the squadron first sergeant to contact families to verify safety, security and general well being.

3.3.6 Ensure Unit Deployment Managers collect and maintain out-processing checklists in deployment folders until members next deployment tasking.

3.4. **366 FSS/CC will:**

3.4.1. Ensure the WFRNCO collects the completed MHAFB Form 4 when a member out-processes for deployment/TDY of 30 days or more or for a remote tour and provides the form to the appropriate squadron.

3.4.2. Ensure 366 FSS/CCF has primary responsibility for support of all other families of active duty military on remote assignment who reside in the local area regardless of their branch of service.

3.5. **Installation Personnel Readiness (IPR)** will ensure A&FRC is a mandatory item on their out-processing checklists.

DAVID R. IVERSON, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 33-363, *Management of Records*

Prescribed Forms:

MHAFB Form 4, Deployed Gunfighter Information Worksheet

Adopted Forms:

AF Form 847, Recommendation for Change of Publication

Abbreviations and Acronyms

A&FRC—Airman and Family Readiness Center

AFFIRST—Air Force Family Integrated Report & Statistical Tracking

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

CC—Commander

FW—Fighter Wing (366 FW)

IAW—In Accordance With

MHAFB—Mountain Home AFB

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

TDY—Temporary Duty

WFRNCO—Wing Family Readiness Noncommissioned Officer

Attachment 4
SAMPLE MHAFB FORM 4

Figure A4.1. SAMPLE MHAFB FORM 4

DEPLOYED GUNFIGHTER INFORMATION WORKSHEET		
<p><i>(This document contains information which must be protected IAW AFI 33-332 and DDDR 5400-11. The Privacy Act of 1974 as amended applies.)</i></p> <p>AUTHORITY: MHAFB 36-2102, Deployed Gunfighters; and EO 9397</p> <p>PURPOSE: Contact family members during absence of sponsor and to provide assistance as needed.</p> <p>ROUTINE USE: The original will be filed at the Airman and Family Readiness Center, and a copy maintained at the deployed member's squadron.</p> <p>DISCLOSURE: Family member information is voluntary. However, without this information family members may not receive the support/assistance they need.</p>		
SECTION I - DEPLOYED GUNFIGHTER'S INFORMATION		
1. Rank/Name:	2. Last 4 of SSAN:	
3. Squadron:		
4. Home or Dormitory Address:		
5. Home Phone:	6. Duty Phone:	
7. Deployment/Remote Location:		
8. Deployment/Remote Dates:		
9. Marital Status: Married _____ Single _____ Other _____ (Divorced, Widowed, etc.) _____		
10. Information/Assistance/Support will be offered to the following individuals:		
Spouse Name:		
Spouse Home Phone:	Spouse Work Phone:	
Spouse Address:		
Spouse E-mail Address:		
Children's Name (1):	DOB:	Address (If different from item 4)
Children's Name (2):	DOB:	Address (If different from item 4)
Children's Name (3):	DOB:	Address (If different from item 4)
Children's Name (4):	DOB:	Address (If different from item 4)
11. Parent's Info (only if you would like parents to receive routine support calls)		
Parent's Name/Relationship/Phone:		
Special considerations needed for my family (no drivers license, can't speak English, medical concerns (including pregnancy, etc.)		
Dates of anticipated absences of family (vacations, visits home, etc.):		
FOR OFFICIAL USE ONLY (when filled in)		